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3 ANALYZE YOUR MEETINGS //

The meeting is one of the most effective teaching methods. Several kinds of meet-ings are used in extension work, such as, leader training, method demonstration, result demonstration, tours and general meetings. Read the following statements about a meeting you have recently held or participated in and place a check mark in the appropriate column.

	Yes	No
I. Preparation for the Meeting		
A. Was the meeting place arranged for well in advance ---------		
B. Was the date of the meeting planned so as to avoid conflicts with major events? --		
C. Was the meeting and its purpose announced by at least three of the following methods: circular letter, news, radio, personal contact? ---------------------------------------		
D. Did you organize and outline your presentation? -------------		
E. Did you have adequate equipment and work material ready?----		
F. Was time of meeting most convenient for those who were expected to attend? --		
II. Holding the Meeting		
A. Was the meeting place properly arranged? ------------------		
B. Did it start and stop on time? ---------------------------		
C. Could speaker or speakers be heard by all? ----------------		
D. Did speaker or speakers stop soon enough? -----------------		
E. Did speaker or speakers present right amount of material?--		
F. Did program keep audience alert and interested? -----------		
G. Was chairman well-prepared for his job? -------------------		
H. Did audience raise questions and discuss? -----------------		
I. Were "showing" as well as "telling" methods used? ---------		
J. Were pictures and charts used that could be seen and understood? --		
K. Were refreshments or recreation included in the meeting?---		
L. Did meeting accomplish its purpose? -----------------------		
III. Follow-up		
A. Were results of meeting promptly publicized? --------------		
B. Was promised material sent promptly? ----------------------		

Type of meeting	Attendance	Date	Held by